CHAPTER XXIX.

The Government Photozincographic Press, Poona.

566. The Photozincographic Press, Poona, was originally created in the year 1867 to supply maps for the survey and revenue departments and was until recently in charge of the Settlement Commissioner and Director of Land Records, Poona. In the beginning, it was a very small press under an officer of the royal engineers. A specialist officer was appointed to take charge of it in 1885 and from that time onwards more up-to-date methods of reproduction have been introduced. Owing to the standardization of certain forms hitherto printed at this press, the printing of ordinary forms was transferred to the Yeravda Prison Press as recommended by the press committee in Government Resolution, General Department, No. 8723, dated 1st December 1913. The press was also allowed to undertake printing work of private bodies in competition with private presses. The system was subsequently considered undesirable by Government, who, however, allowed the press to undertake only such private work which would be of a highly specialised character, as was beyond the powers and capacity of local private presses, provided Government work thereby, is not affected in any way.

567. The principal work of the press is the production of maps and of copies of registered documents. The system of photo-copying of documents as worked out in the year 1913 by Mr. F. G. H. Anderson, as Settlement Commissioner and Director of Land Records and Inspector General of Registration, was introduced tentatively in some of the districts in this Province. This photo-copying system was found to be most successful and economical and most of the districts in the Province have now been brought under this scheme.

568. The main and important items of work executed by the press pertain to the departments of land records and registration and as such the Settlement Commissioner and Director of Land Records held the administrative charge of the press (*vide* Government Resolutions, Revenue Department, Nos. 3886, dated 14th April 1919, 10448, dated 7th October 1919 and 1460/33, dated 2nd November 1933).

569. With regard to the commercial side of the press, however, it was placed under the supervision of the Superintendent, Government Printing and Stationery, Bombay, with the following reciprocal arrangement :—

(1) The Manager of the Press—a gazetted officer—should advise the Settlement Commissioner and Director of Land Records in purely technical matters only and in important questions relating to the press establishments.

(2) The Manager should act under the orders of the Superintendent, Government Printing and Stationery, Bombay, in routine matters concerning the commercial side of the press and his proposals regarding

all important questions should be submitted to the Settlement Commissioner and Director of Land Records or to the Commissioner, Central Division, through the Superintendent, Government Printing and Stationery, Bombay.

(3) The Superintendent, Government Printing and Stationery, should visit the Photozinco Press at least twice a year and submit his report to the Settlement Commissioner or the Commissioner, Central Division.

570. The Survey and Settlement Commissioner was in the administrative control of the press until the year 1894, when the Commissioner, Central Division, was placed in charge of it. In the year 1907, the control of the press was retransferred to the Settlement Commissioner and Director of Land Records, until this post was held in abeyance. In the year 1932, the Commissioner, Central Division, again became the controlling authority of the press (*vide* Government Resolution, Revenue Department, No. 7266/28, dated 21st March 1932). But subsequently on the revival of the post of the Director of Land Records (*vide* Government Resolution, Revenue Department, No. 2844/33, dated 13th November 1935), this officer was reappointed as the controlling authority of the press. This arrangement continued for about four years when the control of the press (both administratively and commercially) was transferred to the Superintendent, Government Printing and Stationery, Bombay, with effect from 1st April 1940 (*vide* Government Resolution, Revenue Department, No. 4529/33, dated 25th September 1939).

571. In pursuance of the policy of Government, to indianize the superior service in the Government presses in the Bombay Province, the present manager who is in direct charge of the press was selected for training in England in the Photozincographic and allied processes and on his completing the training course in England and on his return to India was, in the beginning, appointed as assistant manager of the press and subsequently confirmed as manager in the month of July 1930. The Superintendent, Government Printing and Stationery, Bombay, is the controlling authority.

572. The photo-registry section, however, was to be under the administrative control of the Inspector General of Registration, Bombay Presidency, Poona, as hitherto (*vide* Government Resolution, Revenue Department, No. 1778/33, dated 17th April 1939).

573. The work done at this press includes the preparation of original maps in different languages, revising them, designing and reproducing colour charts including medical charts, school wall pictures in colour, anatomical pictures, certificates of merits, architectural drawings, diagrams for the scientific volumes published by the Indian Meteorological Department, the printing of daily weather reports, fine art productions of microscopical, medical, geological and archæological illustrations including the reproduction of natural colours from the actual objects themselves of articles of archæological interest, such as ancient vases, silk and embroidery work in silver and gold, carpets, etc.

574. Whenever any new work is received from a particular officer, Government orders are always communicated to the manager of the press as an authority for printing that work. Work received from various departments of Government almost every year is authenticated by the previous practice in general and in certain cases by Government orders received from time to time. The press, therefore, has not maintained any list of such standing orders on the record of the press.

575. All work received from Government officers, if it is for *bona fide* Government purpose, is done free of cost, treating the work as service work.

576. The press is also authorised to receive and execute work from other Governments, Government of India Departments, Native States, Local Self-Governments and other Private Bodies, provided Government work is not thereby affected in any way. The work executed in such cases is charged as per the schedule rates by issuing adjustment bills or bills for cash payment as the case may be.

577. The following is the list of officers of the Bombay Government from whom work is generally received by the press :—

(1) All District Inspectors of Land Records.

(2) All Superintendents of Land Records.

(3) Director of Land Records and Settlement Commissioner, Poona.

(4) Head Quarter Assistant, Central Record Office, Ahmedabad.

(5) Chief Inspector of Factories, Bombay.

(6) Consulting Surveyor to Government, Bombay, Poona.

(7) Superintendent of Bombay City Survey and Land Records, Bombay.

(8) All Executive Engineers.

(9) Conservators of Forests.

(10) Divisional Forest Officers.

(11) Director of Public Instruction, Poona.

(12) Inspector of Drawing and Craftwork, Bombay.

(13) Military Secretary to H. E. the Governor of Bombay.

(14) Registrar, Co-operative Societies, and Director, Rural Development, Bombay, Poona.

(15) Assistant Secretary to Government, Finance Department.

(16) Manager, Government Central Press, Bombay.

(17) Assistant to the Deputy Inspector General of Police, C. I. D., Poona.

(18) Director of Information, Bombay.

(19) District Superintendent of Police, Poona.

(20) Commissioner of Labour, Bombay.

(21) Manager, Yeravda Prison Press, Yeravda.

(22) Director, Sir J. J. School of Art, Bombay.

(23) Officer-in-charge, Excise Intelligence Bureau, Bombay.

(24) Superintendent, Government Printing and Stationery, Bombay.

(25) Head Master, Elphinstone High School, Bombay.

(26) Deputy Secretary to Government, Public Works Department.

(27) Principal, R. C. T. Institute, Ahmedabad.

(28) Assistant Engineer, Poona Water Works, Poona.

(29) Executive Engineer, Poona Water Works and Research Division, Poona.

(30) Executive Engineer, Nasik Irrigation Division, Nasik.

(31) Inspector General of Police, Poona.

(32) Secretary, Committee of Direction for Technical and Industrial Training, Bombay.

578. The Press consists of the following four technical branches :—

(1) Drawing branch.

(2) Photo branch.

(3) Printing branch.

(4) Mounting branch.

1. *Drawing branch.*—This branch executes the work of drawing, compiling and revising of maps in different languages of the Province of Bombay, designing of charts, diagrams and plans, etc., drawing the same direct or reverse on stones or zinc plates, tracing of old and obliterated village maps and city survey sheets, preparing originals from reproductions, etc.

2. *Photo branch.*—This branch consists of four main sections :— (1) Engraving, (2) Photozinco, (3) Helio and offset and (4) Vandyke.

The work done in this branch is as follows :—

Manufacturing line, half-tone and tricolour blocks, preparing blue prints, lantern slides, reproduction of documents, etc., reproduction of village and combined maps, marine charts, etc., by the " Southampton Transfer Process ", reproducing city survey maps and tracings to the same size by " Vandyke " process.

3. *Printing branch.*—The majority of printing work done in this branch is by planographic printing process, the printing surface being stones or zinc plates. Printing is either done on hand presses or machines.

4. *Mounting branch.*—All work of mounting maps on cloth, varnishing, fixing rollers and patties, book-form and plain mounting, etc., is carried out by this section.

579. *Powers of the Manager, Government Photozincographic Press, Poona.*—The Manager, Government Photozinco Press, exercises the same powers as are vested in the Manager, Yeravda Prison Press. They are as under :—

(1) To appoint and promote persons to hold all the posts on the subordinate establishment of the Photozinco Press with the exception of the posts held by heads of sections of the Press. (Rule 87 in Appendix to the Bombay Civil Service Classification and Recruitment Rules.)

(2) To grant leave of any description, other than special disability leave, admissible under the rules applicable to the persons concerned, in respect of the holders of the posts which can be filled up by the Manager if vacant. (Rule 623 of the B. C. S. R., Financial Publication No. V, and Rule 3 of Appendix XLIV-A of the B. C. S. R., Financial Publication No. V.)

(3) To sign the establishment and piecework pay bills and the abstract and contingent bills (the latter being forwarded to the Superintendent, Government Printing and Stationery, Bombay, for countersignature).

(4) To endorse cheques.

(5) To make payments of money into the Treasury.

(6) To purchase articles of dead-stock or petty plant to the extent of Rs. 25 per each kind of article. (For items Nos. 3 to 6, *vide* Government Order, General Department, No. 1450, dated 18th February 1915, and Government Order, General Department, No. 10756, dated 18th October 1920.)

(7) To purchase stores, spare parts, etc., the value of which is Rs. 100 or less for each item.

(8) To sign travelling allowance bills for the establishment of the Photozinco Press. (Sub-rule 23 under T. O. 16 and Appendix I to the Financial Publication No. II).

(9) To sanction recurring contingent expenditure up to Rs. 10 per mensem and to six months' duration (*vide* Slip No. 12 of the Financial Publication No. VII).

(10) To execute contracts for the supply of articles of dead-stock or petty supplies up to the monetary limit mentioned at item Nos. 6 and 7 above and to execute contracts for the sale of useless, unclaimed or confiscated articles (*vide* Slip No. 24 of the Financial Publication No. VII).

(11) Power to sanction advances of pay and travelling allowance to the members of the Photozinco Press establishment (*vide* Slip No. 36 of the Financial Publication No. VII).

(12) To write off unserviceable articles of dead-stock up to the limit of sanction for purchase (*vide* Slip No. 38 of the Financial Publication No. VII).

580. *The work generally done at the Government Photozincographic Press, Poona.*—(1) Daily and weekly weather reports for Director General of Observatories, India Meteorological Department, Poona. (No. 14-15-34-P of 15th March 1934 from the Deputy Controller of Printing, New Delhi.)

(2) Maps of exhibits of confirmation cases and criminal references of appeal for judicial departments.

(3) Square ruled sheets and area squares for Land Records Department.

(4) Posters for various departments of Government of Bombay (e.g. Harijan Poster—*vide* Government Resolution, General Department, No. 3613/33-D, dated 5th March 1940).

(5) Printing of drawings, sketches, charts, etc., for the Annual Examination of Ranchhodlal Chhotalal Technical College, Ahmedabad, Inspector of Drawing and Craftwork, Bombay, and V. J. Technical Institute, Bombay (*vide* Government Order, Educational Department, No. 1487, dated 23rd March 1933).

(6) Graphs for the Annual Public Health Report for the Director of Public Health for the Government of Bombay, Poona (*vide* Government Order, General Department, No. 659, dated 27th January 1916).

(7) Graphs for the Police Administration Report.

(8) Warkas and Wadh Jantries for the Settlement Commissioner and Director of Land Records, Poona.

(9) Maps and charts for the Revision Settlement Report for the Settlement Commissioner and Director of Land Records, Poona.

(10) Road Chart forms "A" and "B" for Executive Engineers.

(11) Graphs for the Administration Reports of the Civil and Military Works.

(12) Map of the Bombay Province for the Agricultural Departmental Annual Report.

(13) Plates for the Meteorologist, Bombay. (No. C. P. O. 23/22/30, dated 4th October 1930, from the Deputy Controller of Printing, New Delhi.)

(14) Graphs for the Cotton Market Committee, Dhulia.

(15) Graphs for the Blue Budget Estimates. (Received from the Finance Department of the Government of Bombay.)

(16) District maps, taluka maps and Bombay Province map for the Superintendent, Government Printing and Stationery, Bombay.

(17) Marine charts for the Officer-in-charge, Chart Depôt, Bombay.

(18) Base maps of the weekly weather reports for the Director General of Observatories, India Meteorological Department, Poona.

(19) Layout plans of the Backbay Reclamation Scheme, Bombay, for Public Works Department, Bombay.

(20) Sketches of the Apprentice Scheme for Director of Industries, Bombay.

(21) Diagrams of plates of scientific notes for the Director General of Observatories, India Meteorological Department, Poona.

(22) Type designs from the Deputy Secretary to Government, Public Works Department, Bombay.

(23) Plates for the annual report of the Director, Central Irrigation, Hydrodynamic Research Station, Poona.

(24) Map of the Bombay Province for the Irrigation Administration Report of the Bombay Province.

(25) Plans to accompany Government Resolutions of the Public Works Department, Bombay.

(26) Plans for the Town Planning Scheme for the Consulting Surveyor to the Government of Bombay, Poona.

(27) Tank diagrams of the Executive Engineers.

(28) Sketch printing of the Shock Treatment cards for the Executive Electrical Engineer to Government, Bombay.

(29) Plans for the Professional Examination of Overseers for Public Works Department, Bombay.

(30) Half-tone blocks for the Deputy Inspector General of Police, Criminal Investigation Department, Bombay Presidency, Poona.

(31) Half-tone and Line blocks for the Officer-in-charge, Excise Intelligence Bureau, Bombay.

(32) Blocks for the Labour Gazette, for the Commissioner of Labour, Bombay.

(33) Blocks for the "Bombay Information".

(34) Blocks of sketches and drawings, etc., for the various annual examinations for Educational Department.

(35) Blocks for the postal receipts for the Manager, Government of India Press, Aligarh.

(36) Blocks for the leaflets and bulletins for the Director of Agriculture, Poona.

(37) Photographic prints for the District Superintendent of Police, Poona.

(38) Blocks of the Tax Tokens for the Motor Vehicles Department.

(39) Blocks, lantern slides, blue prints, bromide prints for private bodies.

(40) Masala liquor labels for the Superintendent, Government Distillery, Nasik Road.

(41) Public Works Department diary.

(42) Blank charts for the daily weather reports for the Director General of Observatories, India Meteorological Department, Poona.

(43) Weather charts of P1, P2, P6, C1, C2, C3 and K1 and K2. (P1, P2 for India Meteorological Department, Meteorological Officer, Peshawar, Lahore and New Delhi; P6 for India Meteorological Department, Poona; C1, C2 and C3 for the Meteorological Officer, Calcutta; K1, K2 for the Meteorological Officer, Karachi.)

(44) Outline maps of (1) India, (2) British Isles and (3) the World, for Educational Department.

(45) Elementary and Intermediate Grade Examinations Certificates for the Inspector of Drawing and Craftwork, Bombay Presidency, Bombay. (Government Order, Educational Department, No. 1906 of 29th July 1916.)

(46) Government Diploma Certificates of Accountancy for Director of Public Instruction, Poona. (Government Order, Educational Department, No. 1284 of 28th November 1927.)

(47) Sectional square ruled sheets from the Superintendent, Government Printing and Stationery, Bombay.

(48) Investiture cards for the Military Secretary to His Excellency the Governor of Bombay.

(49) Village maps, C. T. S. sheets and combined maps for the Land Records Department.

(50) Village maps and C. T. S. sheets for Native States.

(51) Mounting of taluka maps, district maps, village maps, toposheets, C. T. S. sheets and posters for Forest Department and Land Records Department.

(52) Varnishing of shock treatment cards and maps.

(53) T Gram for the use of sounding balloon cards.

(54) Steffen Hedde-Anemograph chart.

(55) Barometer charts (Draper's Self-Registration Chart).

(56) Hair Hygrograph chart.

(57) Level Record chart.

581. *Statement of Returns showing dates of submission, etc.*

Serial No.	Details of returns.	Due date.	Period required.	Authority, if any.	To whom submitted.
1	2	3	4	5	6
1	Statement of expenditure	10th ..	Monthly ..	Financial Publication No. 1, Rule 316.	The Superintendent, Government Printing and Stationery, Bombay.
2	Detailed Contingent Expenditure Bill..	10th ..	Do. ..	Manual of Contingent Expenditure, Rule 20.	Do.
3	Statement showing particulars of occupation of Government residential buildings.	10th ..	Do. ..	Government Resolution, Public Works Department, No. 8146/27, dated 20th November 1928.	The Executive Engineer, Poona Division, Poona.
4	Statement of amounts collected and credited into treasury.	10th ..	Do. ..	Government Circular, General Department, No. 6611 of 6th September 1929.	The Superintendent, Government Printing and Stationery, Bombay, through the Treasury Officer, Poona.
5	Statement showing the cost of printing work executed for Central Government.	10th ..	Do. ..	No. 67/10/41-P of 16th June 1941 from the Deputy Controller of Printing and Stationery, Delhi.	The Deputy Controller of Printing and Stationery, New Delhi.
6	Statement showing the cost of Sind Government work.	1st week ..	Do. ..	No. Rev. 6660 of 12th October 1937 from the Secretary to Government, Revenue Department, Sind.	The Revenue Commissioner in Sind.

7	Progress report regarding training of illiterates in Government services.	January, April, July, October.	Quarterly ..	Government Memorandum, Political and Service No. 2512/34-D of 20th December 1938.	The Superintendent, Government Printing and Stationery, Bombay.
8	Statement showing the progress made in executing the tracing work.	Do. ..	Do. ..	Departmental	Do.
9	Return showing the number of the prohibition unemployees taken in service.	March and September.	Terminal ..	Government Circular, Political and Service No. 3405/34, dated 18th January 1940.	Do.
10	Revised Budget Estimates— 6 months' actuals .. 8 months' actuals .. 9 months' actuals .. Last quarterly statement ..	 October .. December .. January .. April ..	 Yearly	 Financial Publication No. 1, Rule 304. Government Memorandum, General Department, No. P. 167-C, dated 11th June 1935.	Do.
11	Progress report of tracing of village maps.	October and April..	Terminal ..	No. PZP. Inspection of 8th November 1937 from the Director of Land Records, Poona.	The Superintendent, Government Printing and Stationery, Bombay. (Copy to the Settlement Commissioner and Director of Land Records, Poona.)
12	Progress report of district and taluka maps.	January and July..	Do. ..	Departmental ..	The Superintendent, Government Printing and Stationery, Bombay.
13	Report of Workmen's Compensation ..	January ..	Yearly ..	Notification No. L. 1189, dated 28th March 1935 issued by the Government of India, Department of Industries and Labour.	The Commissioner for Workmen's Compensation, Bombay.
14	Annual Return under the Factories Act, 1934.	Do. ..	Do. ..	Factories Act, 1934 ..	The Junior Inspector of Factories, Poona.

Serial No.	Details of returns.	Due date.	Period required.	Authority, if any.	To whom submitted.
1	2	3	4	5	6
15	Report regarding surrender of grants ..	February ..	Yearly ..	Financial Publication No. 1, Rule 316-A.	The Superintendent, Government Printing and Stationery, Bombay.
16	Gradation list as on 1st January ..	Do. ..	Do. ..	Departmental ..	Do.
17	Solvency certificates of sureties to store-keeper's security.	March ..	Do. ..	Financial Publication No. 1, Rule 40.	The Mamlatdar, Poona City.
18	List of articles of foreign manufacture required.	Do. ..	Do. ..	No. M.B. 2382, dated 1st August 1941 from the Superintendent, Government Printing and Stationery, Bombay.	The Superintendent, Government Printing and Stationery, Bombay.
19	Return in respect of military officers re-employed under the Central and Provincial Governments.	Do. ..	Do. ..	No. T.M. 29-C/1376 of 9th September 1940 from the Accountant General, Bombay.	The Accountant General, Bombay.
20	Appropriation Report (Budget grants) of the previous year.	April ..	Do. ..	Financial Publication No. 1 ..	Do.
21	Certificate regarding permanent advance.	Do. ..	Do. ..	Civil Account Code, Vol. 1, Article 93 (7).	Do.
22	Certificate regarding the recovery of taxes for specific services rendered during the year.	Do. ..	Do. ..	No. T.M. 29-C/1038, dated 3rd August 1933 from the Accountant General, Bombay.	Do.

23	Return showing progress of recruitment of depressed classes in inferior service.	Do. ..	Do. ..	Government Order, Political and Reforms Department, No. 600 (Fin.), dated 13th May 1933.	The Superintendent, Government Printing and Stationery, Bombay.
24	Confidential reports regarding employees drawing over Rs. 100.	Do. ..	Do. ..	Government Resolution, Political and Reforms Department, No. 9830, dated 16th August 1933.	Do.
25	Annual statement of recovery made on account of income tax.	Do. ..	Do. ..	Income-Tax Act, 1922 ..	The Income-Tax Officer, Poona, through the Treasury Officer, Poona.
26	Statement of expenditure incurred on account of foreign stores purchased.	Do. ..	Do. ..	Departmental ..	Do.
27	Statement of establishment standing on 1st April.	Do. ..	Do. ..	Civil Account Code, Vol. I, 62nd article.	The Accountant General, Bombay.
28	Indent of foreign stores	May ..	Do. ..	Government Resolution, Revenue Department, No. 3157 of 24th February 1891.	The Superintendent, Government Printing and Stationery, Bombay.
29	Annual report and cost account ..	June ..	Do. ..	Government Resolution, General Department, No. 4690, dated 19th March 1926.	Do.
30	Budget estimates	August ..	Do. ..	Financial Publication No. 1 ..	Do.
31	Report regarding leave, deputation and Salaries in England.	Do. ..	Do. ..	Financial Publication No. 1, Rule 306.	Do.
32	Report regarding exhibition of losses in Government accounts.	Do. ..	Do. ..	Financial Publication No. 1, Rule 330A.	Do.

Serial No.	Details of returns.	Due date.	Period required.	Authority, if any.	To whom submitted.
1	2	3	4	5	6
33	Estimates of probable quantity and value of stores required from England.	August ..	Yearly ..	Financial Publication No. 1, Rule 307.	The Superintendent, Government Printing and Stationery, Bombay.
34	Statement of major and minor works..	Do. ..	Do. ..	Financial Publication No. 1, Rule 304 (*c*).	Do.
35	Statement showing the communal composition of services.	Do. ..	Do. ..	Government Circular, Political and Service Department, No. 1673/34 of 1st November 1939.	Do.
36	Indent of Standard Forms and Envelopes.	Do. ..	Do. ..	Departmental ..	The Manager, Yeravda Prison Press, through the Superintendent, Government Printing and Stationery, Bombay.
37	Indent of diaries	Do. ..	Do. ..	Government Resolution, General Department, No. 4141, dated 30th April 1925.	The Manager, Yeravda Prison Press.
38	Indent of Stationery	October ..	Do. ..	Manual of Contingent Expenditure, Rule 55.	The Superintendent, Government Printing and Stationery, Bombay.
39	Indent for peons' clothing ..	April ..	Bi-annual ..	Manual of Contingent Expenditure, Rule 86.	Do.
40	Indent for peons' woollen clothing ..	November ..	Quadrennial ..	Do.	Do.